

# **Chevy Chase Village Board of Managers' Meeting**

**February 9, 2015**

***Note:** These minutes reflect the Board's actions only, and do not include remarks made by members of the Board of Managers, Legal Counsel, Village Staff or others in attendance.*

## **BOARD OF MANAGERS**

Michael L. Denger, Chair	Present
Patricia S. Baptiste, Vice Chair	Present
Richard M. Ruda, Secretary	Present
David L. Winstead, Assistant Secretary	Absent
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Present
Elissa A. Leonard, Board Member	Present

## **STAFF**

Shana R. Davis-Cook, Village Manager	Present
John Fitzgerald, Chief of Police	Present
Michael Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Ellen Sands, Permitting and Code Enforcement Coordinator	Present
Melissa Wiak, Community Liaison/Administrative Assistant	Present

## **COUNSEL**

Suellen M. Ferguson, Village Counsel	Present
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Mr. Michael Denger, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:30 p.m.

## **Approval of Minutes from the Board's Regular Meeting held January 12, 2015**

Minutes of the Board's regular meeting held on January 12, 2015 were circulated to the Board prior to the meeting.

*Mr. Crockett moved to approve the minutes of the Board of Managers' regular monthly meeting held on January 12, 2015, as drafted. Mr. Goodwin seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.*

## **Treasurer's Report**

The Treasurer's Report was distributed prior to the meeting. No action was taken by the Board.

## **Police Report**

The Police Report was distributed prior to the meeting. Discussion followed. No action was taken by the Board.

## **Committee Matters**

### **Ethics Commission**

*Mr. Ruda moved to appoint Frank (Scot) McCulloch (Kirkside Drive) to a 1-year term as Chair of the Ethics Commission.* Mr. Crockett seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

### **ad hoc Western Grove Park Committee**

Committee staff liaison Mr. Younes provided an update on the costs for various options related to a potential security camera system in or along the the park. Following discussion the Board agreed not to proceed with installation of a security camera or conduit system at this time. The matter will be revisited if it is determined that incidents occurring within or near the park demand reconsideration once the park has been developed. No additional action was taken by the Board.

### **ad hoc Bob Elliott Memorial Garden Committee**

Draft plans of the memorial garden were circulated prior to the meeting. Mr. Younes provided a planning status report for the proposed Bob Elliott Memorial Garden in Oliver Street Park. The Board supported the plan, but instructed staff to provide a follow-up report at the March regular meeting with a cost estimate for the committee's preferred garden design and to present a design and location recommendation for a memorial plaque. The Board also requested that the landscape architect working on this project advise how this garden would fit into the overall design plan for this park.

### **Environment and Energy Committee**

Marea Hatiziolos, Co-Chair of the Environment and Energy Committee presented the committee's budget proposal for a lecture series on sustainable living. The proposal requested funding support for the series in FY2015 and FY2016 totaling \$7,000 including paying for speakers and their travel expenses. Discussion followed.

The Board took no formal action on the budget request, but advised the committee that it should continue with its educational efforts directed to local residents, including continued partnership with neighboring municipalities and ideally seek experts on these topics that would be willing to participate in a lecture or panel without compensation.

## **Old Business & Status Reports**

### **Report on Existing "Dark Spots" Recommended for New Street Lighting**

Mr. Younes provided an update on "dark spot" areas that had been identified as needing additional street lighting. Discussion followed.

*Ms. Baptiste moved to engage PEPCO and proceed with the installation of three (3) new light emitting diode (LED) cobra-head streetlights in the front of 5908 Cedar Parkway; in the front of*

*the Village Hall on Laurel Parkway; and on Brookville Road (side yard of 36 Quincy Street), to address existing dark spots, at an estimated cost of \$3,333. Mr. Goodwin seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.*

*Ms. Baptiste moved to install a standard PEPCO pole and streetlight fixture in the Boxwood area (abutting 5 Chevy Chase Circle). Mr. Crockett seconded the motion. The motion did not carry.*

The Board instructed to staff to submit a report which includes costs and the logistical requirements for removing the existing ground mounted sidewalk light and installing a standard PEPCO pole and streetlight fixture. The Board will review the staff's report at its March 9, 2015 regular meeting.

**Public Hearing:** Potential Food Waste Recycling (Composting) Program

Mr. Crockett and Mr. Ruda briefed the Board on the results of the Village's food waste and composting questionnaire. Discussion followed.

The Board instructed staff to contact composting companies to negotiate a price for those Village residents who wish to participate in the program.

**Legislative Updates:**

- **MC 24-15**—Establishment of a Montgomery County Independent Transit Authority

The Board directed Counsel to draft a letter to County Executive Mr. Isiah Leggett thanking him for withdrawing the ITA proposal and encouraging him to ensure there is ample opportunity for community engagement and input before the matter is re-proposed for consideration. The Board will review the draft letter at its March 9, 2015 regular meeting.

- **MC/PG 10515**—M-NCPPC Planning Commission Chair Term (Expand term limit from a total of 8 to a total of 16 years)

The Board decided to not take a position on this bill.

- **HB113**—Increase Tort Claim Limits for Local Governments

The Board directed staff to continue monitoring this bill.

**Introduced for Board Discussion:**

- First submission of the Concept Design Report for the West Kirke Street/Laurel Parkway Intersection Improvements Project

- Concept Area A—West Kirke Street and Connecticut Avenue: The Board supported Option 2, with an increased curb radius at the south side of the intersection as shown in Option 4.

- Concept Area B—West Kirke Street and Laurel Parkway Improvement: The Board supported Option 1; however, Option 1 should include the raised crosswalk shown in Options 2-4.

- Concept Area C—Laurel Parkway and West Lenox Street Improvement: The Board supported Option 3 as presented, and agreed with staff's recommendations to relocate the existing postal box located on W. Lenox Street closer to the Post Office entrance ramp and to move the existing postal box on W. Kirke Street to the W. Kirke/Laurel Parkway improved right-of-way.

Staff was directed to begin meeting with the surrounding neighbors of the Village Hall to discuss the proposed options in advance of the follow-up report at the Board's March 9, 2015 regular meeting.

- Proposed "Legislative policy to exclude certain front steps, stoops and associated porticos from the definition of "structures" for the purposes of the covenant compliance as required by Section 8-9(c)(3) of the Village Code for Variance Requests"

*Mr. Crockett moved to approve the proposed legislative policy, as drafted.* Mr. Goodwin seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

**Contract Authorization Request:**

- Landscape Maintenance Services: *ValleyCrest Landscape Maintenance*

*Ms. Baptiste authorized the Village Manager to enter into a contract with ValleyCrest Landscape Maintenance for the performance of landscape maintenance services within Chevy Chase Village.* Mr. Crockett seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

- Village Hall repairs and maintenance: *Oak Grove Restoration Company*

*Mr. Crockett authorized the Village Manager to enter into a contract with Oak Grove Restoration Company for the restoration of three (3) windows and two (2) wood columns in the Chevy Chase Village Hall in the amount of \$6,992.* Ms. Leonard seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

**Contract Modification Authorization Request:**

- Approval of change orders to Village Hall Repairs contract with *Boulevard Contractors*

*Mr. Crockett authorized the Village Manager to approve and execute the above listed change order requests with Boulevard Contractors Corp. in the amount of \$13,034.* Mr. Goodwin seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

**Manager's Report**

The Manager's Report was circulated prior to the meeting. No action was taken by the Board.

**Adjournment**

*Mr. Crockett moved to adjourn the meeting.* Mr. Ruda seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed. The meeting adjourned at 10:41 p.m.

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Secretary, Chevy Chase Village Board of Managers

*Final.*